



ATTACHMENT 2

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DATE: February 13, 2023
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: January 2023, Public Records Request Tracking

In January 2023, Central Services staff received **16** new public records requests and **1** ongoing request. These requests required approximately **10 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall January cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$745**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In January 2023, the Police Department received **12** new records requests. These requests required approximately **4.5 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall January cost, which includes staff hourly rate plus benefits is approximately **\$315**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.